

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
January 8, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, January 8, 2020, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Girardot called the meeting to order at 5:00 p.m. and Ms. LeTellier led the Pledge of Allegiance. Chairman Girardot asked Authority members if they had any conflict of interest pursuant to the Authority's Code of Ethics statement. No conflicts of interest or potential conflicts of interest were identified.

Airport Authority members present were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Harry Stovall, Secretary; Carter T. Lambeth, Julia Olson-Boseman, Spruill Thompson and Lee Williams. Also present were Julie A. Wilsey, Airport Director; Gary Broughton, Deputy Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; Granseur Dick, Facilities Director; Rose Davis, Executive Assistant; and Wanda Copley, County Attorney.

Guests present included Steve Bright and Eric Stumph, Talbert & Bright, Inc.; Michael Scheeringa, Tony Wright, Zach Piech, Tom Goodwin and Chris Birkmeyer.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on December 4, 2019. Mr. Lambeth **MOVED, SECONDED** by Mr. Stovall to approve the minutes of the December 4, 2019 Airport Authority meeting as submitted. Upon vote, the **MOTION WAS APPROVED**. Mrs. Olson-Boseman was absent for this vote.

PUBLIC COMMENTS

Mr. Tony Wright, Air Wilmington/Modern Aviation, addressed the Authority to express concerns regarding the impact of a second FBO at ILM.

Mrs. Olson-Boseman arrived at 5:05 pm.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following item:

Terminal Expansion – Contract 3 (FAA, AIP, PFC, State, General) – award to Talbert and Bright, Inc., for Work Authorization No. 19-05 “Terminal Improvements Contract 3 – Construction Phase Services” for a Lump Sum fee of \$2,786,391.00. The scope of work includes overall project management, project documentation, architectural and engineering services, special inspections, quality assurance testing, and construction coordination between various parties including contractors, airlines, TSA, and other tenants for the project duration (approximately 3 years). The proposed work authorization is below the Independent Fee Estimate value and has received FAA approval. Mrs. Olson-Boseman **MOVED, SECONDED** by Mr. Lambeth to approve the Work Authorization No. 19-05 with Talbert and Bright, Inc. as recommended. Upon vote, the **MOTION WAS APPROVED**.

Mr. Dick updated the Authority on the status of the third TSA Checkpoint Lane noting that design is underway and the new lane should be operational in March/April and would include a new full standard lane for a total of 2 standard lanes and 1 pre-check lane. Mrs. Wilsey noted that the 2 existing lanes would not be moving so service in those lanes will continue to operate while the third lane is built and installed.

Mr. Dick noted a new completion date of February 2nd for the roof project due to weather delays throughout the whole project.

Mr. Dick updated the Authority on the following: status of the airlines move-in date for their new offices; status of the Passenger Boarding Bridges and North GA Redevelopment & Pipe Ditches Projects; and discussions with FEMA regarding a swale at the approach of RWY 6 that was damaged during Florence which continues to erode and undermine the security fence.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM's November financial summary, financials and cash summary.

Mr. Campbell recommended the approval of the following item:

Recommend approval of the purchase of property located at 3233 N. Kerr Avenue, Wilmington, NC 28405 for an amount not to exceed \$180,000 subject to survey and environmental assessment results. This item was included in the FY20 capital budget approved in June 2019, as amended December 2019. In 2013 ILM purchased an avigation easement over this property. Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to approve the purchase of 3233 N. Kerr Avenue as recommended. Upon vote, the MOTION WAS APPROVED.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended the approval of the following item:

First Amendment to Sublease Agreement with Fueling Station to extend the feasibility period for 60 days, from 120 days to 180 days. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the first amendment to the Sublease Agreement with Fueling Station as recommended. Upon vote, the MOTION WAS APPROVED.

Ms. LeTellier reported to the Authority that from January 1 – December 30, 2019, ILM received the advertising value equivalent of \$5.45M thru news coverage. Ms. LeTellier updated the Authority on the newly designed "For Lease" signs for the ILM Business Park for a hotel at Airport Blvd. and Gardner Drive and for logistics, distribution and warehouse sites at the corner of Hall and Gardner.

Ms. LeTellier invited the Authority to attend the final Artist's Reception for the ILM Art Gallery, noting that the ILM Art Gallery has been open since November of 2016 featuring 12 shows in association with the Arts Council.

Ms. LeTellier shared KBT's commercial featuring Barbara Corcoran. KBT is a tenant in ILM's Flex Building in the Business Park.

GOVERNMENT

Regarding the issues with the Aircraft Fire Fighting Foam (AFFF), Mrs. Wilsey reported that legislators are pushing to provide 2 special conditions for airports because 1) we are required to use foam with PFAS because we are a 139 airport and we don't have a substitute, and 2) the foam is required by the FAA. Staff is hopeful that airports will get an exemption as an industry because we are required to use it and airports will be released from the liability of any clean up that could have been caused by the use over the years.

Regarding the lobbyist working for the NC airports and the NCAA's financial assistance in the past 3-4 years, Chairman Girardot reported on the reluctance of the NCAA Board to support hiring the lobbyist again and paying a portion of the contract expense along with the NC airports.

Chairman Girardot noted that the primaries are on March 3 with 9 Republicans and 6 Democrats running for 3 seats on the County Commission. The NC General Assembly will be back in session the week of January 13th for an anticipated budget override vote and will officially be back in session in April/May 2020.

Chairman Girardot reported that she and Mrs. Wilsey would be attending the Legislative Conference in DC in March.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for November 2019. Mr. Broughton reported on passenger loads during the holiday, from December 22 – January 2, noting the airlines were up 19% vs. the same period last year.

Regarding the RFP for a 2nd FBO, staff has asked for additional information and clarification from the proposers and will present that to the selection committee soon and have a recommendation at the February Authority meeting.

DIRECTOR'S REPORT

Mrs. Wilsey reviewed ILM's employee accomplishments for 2019; major challenges of 2019 including the transformer event and the AFFF; new business park tenants for 2019; and a special thank you letter from Alan Zimmer regarding return of a lost and found item.

Mrs. Wilsey reviewed the Goals for 2020 which include:

- more parking lots and services;
- a third lane at the TSA checkpoint;
- develop concession concepts for expanded gate area and the terminal;
- start Contract 3;
- focus on destinations for non-stop service like Boston, Newark and South Florida;
- look for a value carrier to boost inbound tourism;
- recruit a 2nd FBO for General Aviation Services;
- attract a hotel, service station or warehouse for ILM Business Park;
- recruit possibilities for South Ramp development; and wayfinding on airport roadways and parking lots.

Mrs. Wilsey reminded the Authority that April 21-22 the NCAA Conference will be in Wilmington if they would like to attend.

Mrs. Wilsey reviewed the calendars for January – March 2020.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

Chairman Girardot called for a motion for the Authority to enter into a closed session to consult with an attorney regarding a matter of potential litigation pursuant to G.S. § 143-318.11(a)(3). Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to enter into closed session. The MOTION CARRIED.

All guests were asked to leave the conference room at this time. Remaining during the closed session were all Authority members, the County Attorney, and ILM administrative staff. The Authority went into closed session at 5:36 pm.

OPEN SESSION

The Authority returned to OPEN SESSION at 5:57 p.m. Chairman Girardot reported that the Authority has completed its consultation with attorney regarding a matter of potential litigation.

No action was taken as a result of the consultation with attorney.

ADJOURNMENT

Mr. Wolfe MOVED, SECONDED by Mr. Lambeth to adjourn the meeting. The MOTION CARRIED. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:58 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary

Date of Approval: February 5, 2020